



Instructions for PCs Logging into the Program School Year 2006-2007

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Security

BIT secures the state Internet infrastructure, which includes networks, routers, servers or other resources owned, by South Dakota. Security of the infrastructure is achieved through the use of security policies, administrative policy and technical solutions. Our technical solutions include firewalls, intrusion detection systems, logging devices, and authentication mechanisms.

Initial Steps to Login

STEP#1: Access the following web-site for submitting your Personnel Record Form (PRF) data. This program requires the use of Internet Explorer version 4.0 or greater. Netscape is NOT acceptable.

<https://www.state.sd.us/applications/DP42LaunchPad/Logon.aspx>



Login Name:

User Password:

Submit

Launchpad applications must only be accessed by authorized users.

- Make sure you are using Internet Explorer Version 4.0 or greater.
- Make sure the Java JIT compiler is enabled.
- Consult with your Computer Technician or contact Debbie Lancaster at 773-7109

STEP #2: The next screen in the LOGIN INFORMATION window.

- If you did not keep track of the login name assigned to your district last year, please ask your superintendent for the letter with the username information. If the username information is lost, call Nick Carda at (605) 773-4638.

- You will be required to type in a new password of your choice. If you forget your new password and need to reset your password, please send an email to Nicholas.Carda@state.sd.us with the following message:

For Login Name [EX: ABCD0DE002] reset the password.

When the password is reset, the system will require you upon logging in to encode a new password.

The screenshot shows the 'Launchpad Login Screen' in Microsoft Internet Explorer. The browser's address bar shows the URL: <https://www.state.sd.us/applications/common/launchpad/Login.asp>. The page features the South Dakota state logo and the text 'Launchpad Applications for State of South Dakota'. The version is 2.2.0, dated 08-09-2002.

Instructions for the login process:

- #1 Click on the "PC Personnel Record Form Data Submission"
- #2 You will be required to type in a new password of your choice.
- #3 Click the "Submit" button.
- #4 Enter new password and confirm new password.
- #5 Click on "OK" button.
- #6 Click on "OK" button.

The login form includes fields for 'Login Name*' (containing 'ABCD0DE001') and 'User Password*'. Below these fields is a 'Submit' button. A 'Change Launchpad Password' dialog box is also visible, with fields for 'Enter New Password*' and 'Confirm New Password*', and 'OK' and 'Cancel' buttons. A small 'Microsoft Internet Explorer' dialog box at the bottom asks 'Closing this page will change password. Are you sure?' with 'OK' and 'Cancel' buttons.

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STEP #5: Select "Applications" from the main toolbar and click on "DE04Personnel (Internet)".

Address  <https://www.state.sd.us/applications/DP42LaunchPad/Startup.aspx?UID=bj5hmxml4rcq24eclcm3ytr3985956>



[Applications](#)

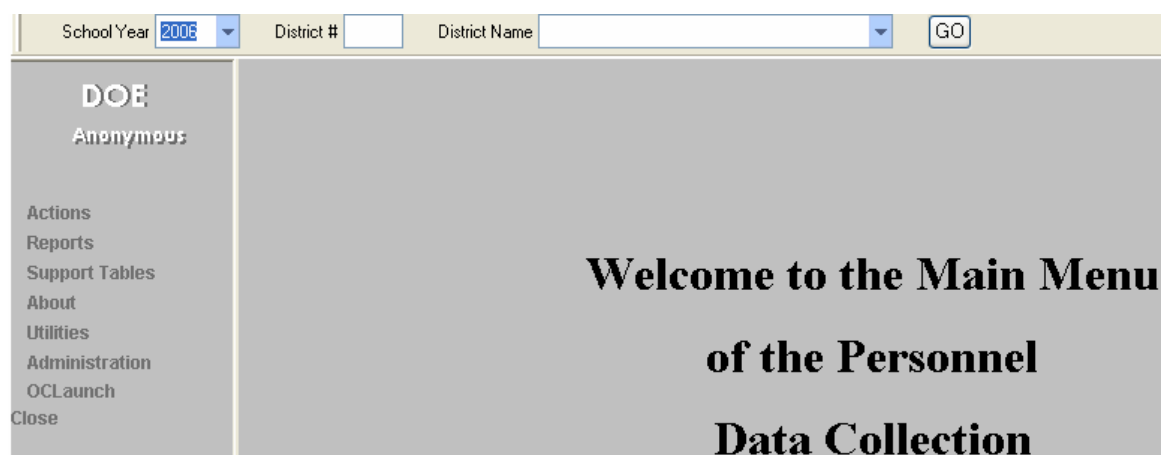
Production Internet Applications
[DE04PERS](#)

[Change Password](#)

[Administration](#)

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STEP #6: The next screen will be the "Welcome to the Main Menu of the Personnel Data Collection".



Logging Off

STEP #1: Be sure you have saved ALL your data before you log off!!